



DEPARTMENT OF HUMAN SERVICES

DISTANCE COURSE OUTLINE – 2012/2013 ACADEMIC YEAR

HS 1130 English - 3(3-0-0) 45 HOURS

INSTRUCTOR: Varies – student notified upon registration. **PHONE:** [Click here to enter text.](#)

OFFICE: [Click here to enter text.](#) **E-MAIL:** [Click here to enter text.](#)

OFFICE HOURS:

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS:

Norton, S., Green, B., & Waldman, N. (2013). *The Bare Essentials Plus* (4th ed.). Toronto, ON: Thomas Nelson

CALENDAR DESCRIPTION:

This is a College level course designed to improve the professional communication skills of students. Emphasis is given to the study of grammar and its application to essay writing, oral presentation and practical workplace communication.

CREDIT/CONTACT HOURS: 3 credits (45 hours)

DELIVERY MODE(S): Online Distance Delivery

OBJECTIVES: On completion of this course the student will be able to:

1. Demonstrate knowledge of basic grammar and sentence analysis.
2. Demonstrate the ability to select an essay topic, develop a thesis statement, conduct library research, and use APA documentation.
3. Apply the knowledge of syntax to sentence, paragraph, and research paper structure.
4. Review and edit essays for punctuation and clarity.
5. Deliver an effective oral presentation.
6. Use the correct format for e-mails, memos and business letters.

TRANSFERABILITY:

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.

Grande Prairie Regional College uses the **ALPHA** grading system. This system is described in the table below.

GRADING CRITERIA:

A final grade of C- must be obtained to pass this course. Final grades are based on the following 4-point system:

Alpha Grade	4-point Equivalence	Percentage
A+	4.0	90-100
A	4.0	85-89
A-	3.7	80-84
B+	3.3	76-79
B	3.0	73-75
B-	2.7	70-72
C+	2.3	67-69
C	2.0	64-66
C-	1.7	60-63
D+	1.3	55-59
D	1.0	50-54
F	0.0	0-49

Please check Distance Student Handbook for course withdrawal dates.

EVALUATION:

Unit One Quiz	25%
Unit Two Research and APA	10 %
Unit Three Syntax, Mechanics, Paragraph Writing, Quiz	15%
Unit Four Research Paper	35%
Unit Five Oral Presentation	15%

STUDENT RESPONSIBILITIES: It is the right of the student and course tutor to experience a favourable learning/teaching experience. It is the responsibility of the student and of the tutor to engage in appropriate adult behavior that positively supports learning. This includes, but is not limited to, treating others with dignity and respect. The student must be familiar with the Distance Education Student Handbook and the student rights and responsibilities outlined in the College

calendar. The student is responsible for contacting the course tutor on the designated days and times identified by the tutor, as well, as meeting course work deadlines and completion timelines.

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies/**

**Note: all Academic and Administrative policies are available on the same page.

COURSE SCHEDULE/TENTATIVE TIMELINE

Students are given a start and end date for this course and the course must be completed within a five (5) month period. Under special circumstances, students may be given up to a one month extension if they have completed 50% of the course work. Tutors have the right to set specific assignment deadlines.

“To be recognized for educational excellence in the fields of early learning & child care and educational assistant training.”